

*for signature of*  
**CONFIDENTIAL***Special Assistant to the  
Deputy Director (Adm. -  
Vatton)*

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Personnel Data Questionnaire

1. The subject proposed questionnaire has been discussed with Colonel White, and commented upon by him and others on this staff, unfortunately not within the suspense date you requested, as follows:

*and* a. It appears that use of the questionnaire would be of primary benefit to the Office of Personnel, through codification of the information ~~in~~ in Machine Records, though this possibility was mentioned as a last reason for its adoption. Nevertheless, practically all of the information contained in the form would be of value to components, the Career Boards, ~~and~~ as well as being of service to the proposed Career Service Staff in your office.

b. It was not clear from your memorandum of transmittal in what fashion the information would be brought up to date at the end of each year. It is significantly true that current information is needed, but it seems that there must also be efforts to avoid the harrassment of every Agency employee through gradual additions to the number and kinds of forms that he must fill out on a recurring basis. We assume that at least an abbreviated supplemental version of the form will be supplied the employee for the annual completion, and that he will not have to repeat basic facts given earlier.

2. With respect to specific items in the questionnaire, the following comments are offered:

*proposed*  
Item 10.C - In view of recent/Federal legislation involving establishment of persons acting "in loco parentis" as legitimate claimants for receipt of death benefits of service personnel, and ~~the~~ the possible inclusion of this category in subsequent CIA legislation, it would seem appropriate to include "and persons acting in loco parentis," in this group.

Item 12.B.(7) - Is this item significant for those who have received the college degree, or was it designed to obtain a breakdown of subject matter studied by the individual regardless of whether or not he received the degree?

*Continue**basic**Commentary beginning w/ Item 14.A - pls  
incorporate planned in changes.*